



## Letter of Recommendation Cover Sheet

APPLICANT NAME

PENN STATE ID#

DATE OF BIRTH

SCHOOL NAME

CEEB CODE

RECOMMENDER NAME

ROLE/POSITION

E-MAIL ADDRESS

As part of the Schreyer Honors College application, potential Scholars are required to submit a minimum of two and a maximum of four letters of recommendation. Recommendations may be submitted by teachers, guidance counselors, coaches or club advisors. **Please note that recommendations submitted with The Common Application will automatically be added to your Schreyer Honors College Application.**

The Schreyer Honors College would prefer to receive your letters of recommendation through **Naviance or Parchment**. If your school does not utilize any of these tools or if you are working with a recommender who is not affiliated with your school, please use this form and follow the instructions below:

- 1 The applicant should fill out this form completely, then pass it along to the listed recommender.
- 2 The recommender should attach the completed form to their letter of recommendation and e-mail both the recommendation and the cover sheet to **SchreyerLOR@psu.edu**.

It is the responsibility of the applicant to ensure that recommenders have ample time to complete and send in their recommendation prior to the **December 4, 2023 at 11:59 PM EST** deadline.

Recommendations should not be sent in more than once as it may cause the student application to appear complete when it is in fact incomplete. We also ask that you **do not** mail or send your recommendation to us or the Undergraduate Admissions Office as doing so will delay processing of the documents.